

Medical Research Technologist (T)

Medical Research Technologist

Shipment Assistant

Research Nurse

Librarian Clerk (Serial Assistant) (T)

Librarian Clerk (Serial Assistant)

Program Management Assistant

FSN#2011/25 (T)

Medical Research Technologist

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist, FSN-6; FP-8, Trainee

OPENING DATE: May 13, 2011

CLOSING DATE: May 19, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Silom Community Clinic.

BASIC FUNCTION OF POSITION:

Perform basic immunologic, microbiologic, and toxicologic testing for HIV and related disease. Must have a thorough understanding of laboratory techniques and procedures, testing protocol and related quality control. Biohazardous safety, precaution and disposal. Handles, stores, and prepares specimens for transportation according to specimens' properties and research protocols.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor of Science degree in laboratory medical technology or related biological or biomedical science; (2) Three years experience working as a laboratory medical technologist with experience using standard laboratory equipment, performing basic immunologic, microbiologic, and/or related procedures; (3) Must be skilled in basic computer data input, retrieval and analysis; (4) Level III (Good) speaking/reading/ writing Thai and English.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

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CLOSING DATE FOR THE POSITION: MAY 19, 2011

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FSN#2011/25

Medical Research Technologist

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist, FSN-7; FP-7

OPENING DATE: May 13, 2011

CLOSING DATE: May 19, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Silom Community Clinic.

BASIC FUNCTION OF POSITION:

Perform basic immunologic, microbiologic, and toxicologic testing for HIV and related disease. Must have a thorough understanding of laboratory techniques and procedures, testing protocol and related quality control. Biohazardous safety, precaution and disposal. Handles, stores, and prepares specimens for transportation according to specimens' properties and research protocols.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor of Science degree in laboratory medical technology or related biological or biomedical science; (2) Four years experience working as a laboratory medical technologist with experience using standard laboratory equipment, performing basic immunologic, microbiologic, and/or related procedures; (3) Must be skilled in basic computer data input, retrieval and analysis; (4) Level III (Good) speaking/reading/ writing Thai and English.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 19, 2011

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FSN#2011/52

Shipment Assistant

OPEN TO: All Interested candidates

POSITION: Shipment Assistant, FSN-7; FP-7

OPENING DATE: May 6, 2011

CLOSING DATE: May 19, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling all administrative and logistical processes of all types of official and personal shipments in all kinds of transportations (Air, Sea and Land) for all agencies in the Embassy. Including arranging the car inspection, registration, licensing and title transfer for all official and privately owned vehicles also requesting gasoline tax refunds for American Community Support Association (ACSA) agency. To handle apply initial and renewal the Thai driver license for all American Mission employees and eligible family members at post.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Political Science, Social Science or Arts; (2) Two years of experience in transportation, logistics or a closely related field that has provided experience in customs regulations and practices. Experience should be progressively responsible; (3) Level IV (Fluent) in speaking/reading/writing in English and Thai; (4) Must be proficient in composing diplomatic notes and correspondence; (5) Must be able to maintain a working relationship with working level officials of Customs Department, Port Authority, Police Department and Ministry of Foreign Affairs in order to request assistance when problem arises; (6) Good working knowledge of Microsoft Office software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: MAY 19, 2011

FSN#2011/54

Research Nurse

OPEN TO: All Interested Candidates

POSITION: Research Nurse, FSN-7; FP-7

OPENING DATE: May 13, 2011

CLOSING DATE: May 26, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Research Nurse in Behavioral Science Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Perform nursing functions in the evening at an on-site research clinic in a large hospital in connection with medical research studies on HIV/AIDS. Duties involve physical examinations of study participants and collection of laboratory specimens, interviewing, counseling of subjects, giving standard treatment and care, and the completion of study forms and related records reviews are also key elements of the position.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in nursing; (2) Two years of experience working in hospitals with progressive responsibility that includes biomedical or public health research, coordinating programs, and interacting with personnel from other agencies or institutions; (3) Must be registered/licensed to practice nursing in Thailand; (4) Level III (Good working knowledge) speaking/ reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (5) Must be able to counsel and interview study subject effectively.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 26, 2011

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FSN#2011/56 (T)

Librarian Clerk (Serial Assistant)

OPEN TO: All interested candidates

POSITION: Librarian Clerk (Serial Assistant), FSN-4; FP-AA (Trainee)

OPENING DATE: May 13, 2011

CLOSING DATE: June 2, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Librarian Clerk (Serial Assistant), in its Library of Congress (LOC) located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as a Serial and Assistant Librarian responsible for the development of a coherent research serial publication collection ensuring the efficient and cost-effective acquisition and processing of serial publication in print and non print formats in all subjects and languages from Thailand.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (High school and or commercial school); (2) Level IV (Fluent) speaking/reading/writing in Thai, and Level 2 (Limited knowledge) speaking/reading/writing in English; (3) Must have knowledge on the local Post-Office operation; (4) Must have knowledge of serials check-in rule; (5) Ability to use a computer at a standard level.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JUNE 2, 2011

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FSN#2011/56

Librarian Clerk (Serial Assistant)

OPEN TO: All interested candidates

POSITION: Librarian Clerk (Serial Assistant), FSN-5; FP-9

OPENING DATE: May 13, 2011

CLOSING DATE: June 2, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Librarian Clerk (Serial Assistant), in its Library of Congress (LOC) located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as a Serial and Assistant Librarian responsible for the development of a coherent research serial publication collection ensuring the efficient and cost-effective acquisition and processing of serial publication in print and non print formats in all subjects and languages from Thailand.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (High school and or commercial school); (2) A minimum of one year experience in general clerical work; (3) Level IV (Fluent) speaking/reading/writing in Thai, and Level 2 (Limited knowledge) speaking/reading/writing in English; (4) Must have knowledge on the local Post-Office operation; (5) Must have knowledge of Thai traditional, cultural, history, political, economic, population and institutions; (6) Ability to use a computer at a standard level.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JUNE 2, 2011

FSN#2011/57

Program Management Assistant

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant, FSN-8; FP-6

OPENING DATE: May 13, 2011

CLOSING DATE: May 26, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in Field Epidemiology Training Program (FETP), U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Responsible for planning and executing of the administrative management functions of program's complex portfolio of implementation activities with CDC's counterparts. Duties also included providing administrative, financial management, and logistical support for CDC's activities to the Thailand awardees. Incumbent works under the general direction and supervision of the Director or/and Deputy Director for program.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in social science, management, business, finance or accounting; (2) Three years of experience working in program management, administrative support activities, and finance; (3) Level IV (Fluent) speaking/ reading/writing English and Thai; (4) Able to use basic computer word processing, presentation, and spread sheet programs, familiarity with basic accounting procedures.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 26, 2011

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